



Business Development Internship

(For Czech and Slovakian Speaking Interns)

Job Location: VHR London HQ, 37-39 Bermondsey Wall West, London SE16 4RN

Are you looking for an **invaluable work experience** with **many possibilities** and a lot of **responsibility**? An internship in which you are **part of a project** to open up **new markets** in the **Czech Republic** for a **top player** in the **technical recruitment** industry? An internship that could possibly turn into a **full-time employment**? Then look no further and **apply today** for a BD internship at VHR London.

Company Description

VHR is a **technical recruitment company** headquartered in London, supplying contract and permanent technical and professional staff to our clients within the **Aerospace & Aviation, F1 & Motorsport, Engineering & Defence** and **Marine** sectors. VHR currently employs approximately **60** members of staff across its four offices in **London, Manchester, Abu Dhabi** and **Dubai** and generates a **turnover of over £22M** annually. The Company's medium term aim is to grow to 100+ people and £40M+ turnover within the next 3-5 years.

Candidate Profile:

- ✓ Experienced in **Microsoft Excel, Office & Word**
- ✓ **Hard working, quick learning** and able to work **accurately** and to deadlines
- ✓ **Self-motivated**, highly **organized** and **attentive**
- ✓ Able to demonstrate competency in **general business administration** duties
- ✓ Fluent in **Czech or Slovak and English**, both *written* and *spoken* is required
- ✓ Ability to **talk confidently to professionals** over the phone, from influential officials to technical contractors
- ✓ Interested in **travelling**
- ✓ Interest in **corporate and employment law**

Job Summary:

Your main responsibility will be to manage any tasks relating to our Czech/Slovak clients on behalf of the VHR Sales Team. In relation to this you will be required to:

- Liaise with **Czech speaking clients**
- Support Consultants on **visits to Czech Republic**
- Assist with **collection of timesheets** from Czech clients
- Sourcing local **apartments/accommodation**
- Assisting VHR consultants with **compliance** in Czech Republic
- Assist with **recruitment** of Technicians and Engineers from Czech and Slovakia
- Work with various **job boards and databases**
- Assist in **administrative duties**
- Create **instructional documents** for both Czech/Slovak and English speaking workers
- Liaise with the Czech/Slovak **clients and candidates**
- **Translate** a range of documents from English to Czech/Slovak

Do you find yourself in the candidate profile? Does the job summary sound good to you? If you are interested, send your **Curriculum Vitae** and a **letter of motivation** to HR@v-hr.com today! For more information on VHR, visit www.V-HR.com!

Virtual Human Resources Ltd.

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